

SAMPLE MENTOR/PROTÉGÉ COVER LETTER

Harrington Computers, Inc.

"Providing progress through computers!"

6879 Marsh Lane
Suite 100
Alexandria, VA 99999
703/549-7777

Subj: Mentor/Protégé application

Mentor:	Business Name	Charleston Computer Corporation	
	Address	2349 Addison Road Suite 598 Alexandria, VA 00000	
	Telephone	(703) 549 - 8888	
	Fax	(705) 549 – 9999	
	Principal/title*	John T. Williams, President	
	E-mail Address	jwilliams@ccc.aol	
	Business Type	Corporation	NAICS Code 541511
Protégé:	Business Name	Harrington Computer, Inc.	
	8(a) Case No.	108879	Number of 8(a) contracts 0
	Address	6879 Marsh Lane Suite 100 Alexandria, VA 0000	
	Telephone	(703) 549 - 7777	
	Fax	(703) 549 – 6666	
	Principal/title*	James F. Cooper, President	
	E-mail Address	jcooper@hci.aol	
	Business Type	Corporation	NAICS Code 541511

Signatures, Principal/Title* and Date:

Mentor: _____

Protégé: _____

* Principal/Tile of the highest-ranking official of the concern

Mentor

Charleston Computer Corporation (mentor) complies with all requirements stated in 13-CFR-124.520(b) *Mentors*.

The mentor is a graduated 8(a) concern.

Said mentor demonstrates that that it:

1. *Possesses favorable financial health, including profitability for at least the last two years*, as evidenced by the attached Federal Tax Returns and CPA Financial Statements for the required time period. See Exhibit A.
2. *Possesses good character*, as required in 13-CFR-124.108(a). Also, provide two (2) professional Letters of Reference. See Exhibit B.
3. *Does not appear on the federal list of debarred or suspended contractors*, as evidenced by the attached SBA Form 1623, *Certification Regarding Debarment, Suspension, and Other Responsibility Matters*. See Exhibit C.
4. *Can impart value to a protégé firm due to lessons learned and practical experience gained because of the 8(a) BD program, or through its general knowledge of government contracting*, as evidenced by the attached statement, entitled *Value To The Protégé*. Also, provide business' capability statement. See Exhibit D.
5. Is not currently mentoring another 8(a) protégé.

Protégé

Harrington Computer, Inc. (protégé) complies with all requirements stated in 13-CFR-124.520(c) *Protégés*

The protégé states that it:

1. Was approved for the 8(a) program on 05/25/2001 (month/day/year) and is in year two of the Developmental Stage.
2. X Has never received an 8(a) contract; or _____ is half the size standard corresponding to its primary NAICS Code of 541511.
3. Is an 8(a) Participant in good standing in the 8(a) BD program, as evidenced by the attached most recent 8(a) Annual Update Approval Letter from SBA's Washington Metropolitan Area District Office. See Exhibit E.
4. Is not currently a protégé to any mentor approved by SBA.
5. Has entered into a written agreement with the proposed mentor as required by 13-CFR-124.520(e) *Written Agreement*, as evidenced by the attached SBA Mentor/Protégé Agreement.